

# RECRUITMENT CHECKLIST - INVITATION TO INTERVIEW

<input type="checkbox"/>	Call the candidate to arrange a date & time for interview
<input type="checkbox"/>	Book a meeting room for the interview
<input type="checkbox"/>	Email a calendar invite to all interviewers (include a copy of the candidates CV)
<input type="checkbox"/>	Email the candidate and confirm: <ul style="list-style-type: none"><li><input type="checkbox"/> Time and date of the interview</li><li><input type="checkbox"/> Role title they are interviewing for</li><li><input type="checkbox"/> Location of interview (and building access instructions if required)</li><li><input type="checkbox"/> Name and positions of the interview panel</li><li><input type="checkbox"/> Who to ask for when they arrive for their interview</li><li><input type="checkbox"/> Attach a copy of the job description</li><li><input type="checkbox"/> Advise you are looking forward to meeting them</li></ul>